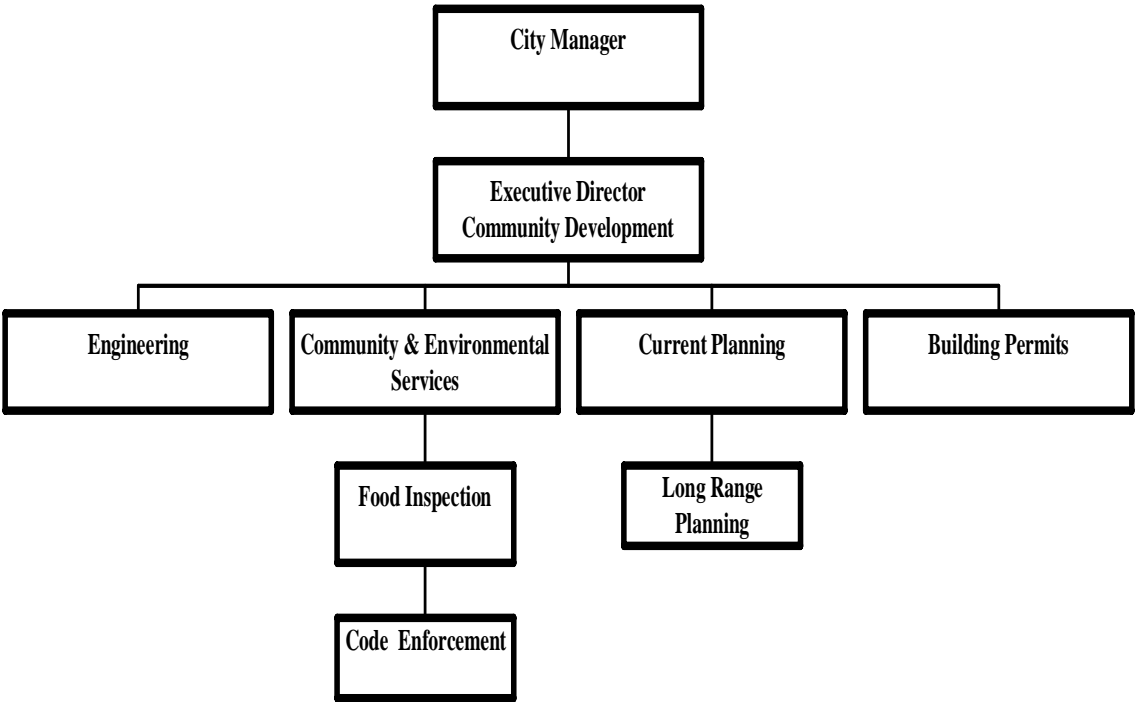


# COMMUNITY DEVELOPMENT

## Mission

*Realize the City's vision of a safe, beautiful, well planned community by supporting growth and maintaining existing development through fair and consistent education, regulation, and coordination coupled with excellent customer service.*



**CITY OF SUGAR LAND  
COMMUNITY DEVELOPMENT**

**SUMMARY BY PROGRAM**

			FY 05/06		FY 06/07	Program	
	FY 04/05		Current	FY 05/06	Base	Enhance-	FY 06/07
	Actual		Budget	Projections	Budget	ments	Budget
Executive Director	\$ 130,830	\$	172,481	\$ 172,481	\$ 292,287	\$	292,287
Permits & Inspections	566,760		762,919	759,921	818,570		818,570
Community & Environmental Svcs					101,280		101,280
Food Inspection	119,090		138,356	138,212	128,550		128,550
Code Enforcement	90,716		104,841	105,349	104,260	109,626	213,886
Current Planning	298,601		331,488	331,303	425,766		425,766
Long Range Planning	169,932		162,915	164,051	156,768		156,768
Engineering	690,446		810,112	800,314	438,566		438,566
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,066,375</b>	<b>\$</b>	<b>2,483,112</b>	<b>\$ 2,471,631</b>	<b>\$ 2,466,047</b>	<b>\$ 109,626</b>	<b>\$ 2,575,673</b>

**SUMMARY BY TYPE**

			FY 05/06		FY 06/07	Program	
	FY 04/05		Current	FY 05/06	Base	Enhance-	FY 06/07
	Actual		Budget	Projections	Budget	ments	Budget
<b>EXPENDITURES</b>							
Personnel Services	\$ 1,709,395	\$	1,966,631	\$ 1,956,666	\$ 2,132,267	\$ 62,276	\$ 2,194,543
Operations & Maintenance	353,972		482,709	483,268	333,780	29,850	363,630
Capital	3,008		33,772	31,697		17,500	17,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,066,375</b>	<b>\$</b>	<b>2,483,112</b>	<b>\$ 2,471,631</b>	<b>\$ 2,466,047</b>	<b>\$ 109,626</b>	<b>\$ 2,575,673</b>

## EXECUTIVE DIRECTOR OF COMMUNITY DEVELOPMENT

### SERVICES PROVIDED

### SERVICE LEVEL STANDARDS

#### Areas of Responsibility

Provide executive oversight guidance and support to the following departments: Current and Long Range Planning, Building Permits, Community & Environmental Services, and Engineering. Manage complex special projects and assignments on behalf of the City Manager, organization or community.

- Conduct weekly one-on-one sessions with direct reports to gain input and provide feedback relative to departments' operations.
- Keep all programs within budget while addressing priority needs throughout the fiscal year.

#### Fiscal Management

Monitor Budget for Community Development Departments, ensuring that departments are fiscally responsible.

- All expenditures within the department are budgeted, reasonable, and within fiscal constraints.

#### Facilitation

Facilitate the City Manager's goals and objectives and establish highly effective organizational performance by effectively leveraging personnel and resources while coordinating the activities of internal and external clients.

- Continually review internal performance and progress towards City Goals and Objectives.
- Seek input from internal and external customers about process quality and effectiveness.
- Effectively manage departmental personnel and resources so as to maintain operational effectiveness while adapting to unanticipated situations and special projects.

#### Liaison

Appraise City Manager of departmental activities and identify, manage, and resolve issues.

- Recommend suitable solutions when required.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**EXECUTIVE DIRECTOR- COMMUNITY DEVELOPMENT- 161002**

	FY 04/05	FY 05/06	FY 05/06	FY 06/07	Program	FY 06/07
	Actual	Current	Projections	Base	Enhance-ments	Budget
		Budget		Budget		
<b>EXPENDITURES</b>						
Personnel Services	\$ 116,393	\$ 149,045	\$ 149,045	\$ 280,384	\$	\$ 280,384
Operations & Maintenance	14,437	23,436	23,436	11,903		11,903
Capital						
<b>TOTAL EXPENDITURES</b>	<b>\$ 130,830</b>	<b>\$ 172,481</b>	<b>\$ 172,481</b>	<b>\$ 292,287</b>	<b>\$</b>	<b>\$ 292,287</b>

	04/05	05/06	06/07
	Budget	Budget	Budget
<b>STAFFING - FTE</b>			
Development Services Director	1		
Executive Director		1	1
Executive Secretary			2
Administrative Secretary			1
Total for Program	1	1	4

**KEY PERFORMANCE INDICATORS**

**Percent of:**

	04/05	05/06	05/06	06/07
	Actual	Budget	Projections	Budget
Consistent development standards and processes	100%	100%	100%	100%
ETJ MUD's with Strategic Partnership Agreement (SPA)	5%	5%	5%	5%

## PERMITS & INSPECTIONS

### SERVICES PROVIDED

#### Plan Review

Provide for a comprehensive review of building compliance of all submitted projects, ensuring all codes and ordinances are met. Attend meetings and answer questions to ensure plans are in compliance with City regulations.

#### Licensing

License all electrical contractors and register other contractors for the permit process by verifying and updating insurance information. Electrical licenses are approved and issued by building compliance staff. The Building Official conducts review and approval while permit staff issues licenses.

#### Permitting

Permits are issued Monday thru Friday from 8:00 am - 5:00 pm and include all construction related and food health permits. Verify correct insurance and license requirements prior to issuing permit.

#### Inspection Services

Provide inspections to ensure code and ordinance compliance through all phases of construction projects. Inspection requests received prior to 8:00 am Monday thru Friday are completed on the same day; calls after 8:00 am are done the next day.

#### Certificate of Occupancy

Occupancy certificates are issued for permitted new, remodel and addition/alteration commercial projects. Inspect premises prior to issuing certificate.

#### Voice Response System

Automated telephone service that allows individuals to request inspections and receive inspection results and check the status of application.

#### Customer Service

Provide accurate information to customers regarding development regulations within the City limits and extraterritorial jurisdiction.

### SERVICE LEVEL STANDARDS

- Plans are routed within one day of plan submittal to appropriate departments 95% of the time. Residential and miscellaneous plans are reviewed within 7 working days and commercial plans are reviewed within 14 working days 95% of the time.
- All contractors' insurance requirements verified and meet requirements. Electrical licenses are issued after all qualifications are met, including licensing with the state.
- Staff of four accurately assists walk in permit customers concurrently with phone and radio call traffic.
- Permit fees paid at the Treasury window prior to issuance of permit.
- Building Inspectors conduct approximately 95% of all inspections within 24 hours of request.
- Inspections can be requested through the voice response unit at any time.
- Certificates of Occupancy are issued within two days of the completed inspections, application submittal and approval process.
- Available 24 hours per day, seven days per week.
- Provide assistance upon request.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**PERMITS & INSPECTIONS - 162001**

	FY 04/05 Actual	FY 05/06 Current Budget	FY 05/06 Projections	FY 06/07 Base Budget	Program Enhance- ments	FY 06/07 Budget
<b>EXPENDITURES</b>						
Personnel Services	\$ 522,689	\$ 653,994	\$ 651,310	\$ 711,086	\$	\$ 711,086
Operations & Maintenance	44,071	75,925	76,914	107,484		107,484
Capital		33,000	31,697			
<b>TOTAL EXPENDITURES</b>	<b>\$ 566,760</b>	<b>\$ 762,919</b>	<b>\$ 759,921</b>	<b>\$ 818,570</b>	<b>\$</b>	<b>\$ 818,570</b>

	04/05 Budget	05/06 Budget	06/07 Budget
<b>STAFFING - FTE</b>			
Building Official	1	1	1
Deputy Building Official	1	1	1
Sr. Building Inspector		1	1
Building Inspector	4	5	5
Permit Clerk Supervisor			1
Plans Examiner	1	1	1
Permit Clerk	1	2	2
Sr. Permit Clerk	1	1	1
Senior Secretary	1	1	
Total for Program	10	13	13

**KEY PERFORMANCE INDICATORS**

**Number of:**

	04/05 Actual	05/06 Budget	05/06 Projections	06/07 Budget
Permits issued	5,224	7,500	6,679	8,000
Inspections completed	17,612	22,000	17,061	25,000
Revenues collected	\$ 1,180,597	\$ 1,268,029	\$ 1,363,087	\$ 1,481,500
Cost recovery (direct) *	208%	189%	187%	181%

**Cost per:**

Inspection *	\$ 32.18	\$ 30.56	\$ 42.68	\$ 30.74
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**Percent of:**

Plan reviews completed within time frame	94%	95%	96%	95%
Inspections completed within time frame	94%	95%	98%	95%

\* Capital and non-recurring expenditures have been excluded from calculations.

## **CURRENT PLANNING**

### **SERVICES PROVIDED**

#### **Administer Development Code**

Review all plats, site plans, general plans, conditional use permits and rezoning applications for compliance with City plans, development policies and codes. Coordinate reviews of development proposals with other City departments. Provide reviews of development proposals to approving bodies, including City Council, Planning and Zoning Commission, and Zoning Board of Adjustments.

#### **Development Code**

Review development codes and policies, monitor development review processes and identify appropriate changes for improvements. Prepare and present Development Code amendments necessary to implement improvements or address Council or commission issues.

#### **Communicate City Requirements**

Provide accurate and complete development information to the public, City Council, boards, commissions and developers regarding planning and development within the City of Sugar Land and its extra-territorial jurisdiction.

#### **Land Management**

Responsible for keeping track of all parcels of land within the City limits. Maintain accurate and complete records of land transactions, holdings and agreements. Provides information to companies looking to relocate or expand in Sugar Land.

#### **Planning and Zoning**

Review all submitted plats, site plans, conditional-use permits and zoning cases for ordinance compliance and communicates all technical requirements of the City's ordinances to developers and residents. Oversees the City's current planning, building permits and inspections, health and code enforcement activities.

### **SERVICE LEVEL STANDARDS**

- Review and process all rezoning, conditional use permits, plats and general plans per state law, City Ordinances, and City policies and procedures.
- Review and process all rezoning and variances per state law, City Ordinances and City policies and procedures.
- Development information is accurate and delivered in a highly responsive and timely manner, and readily available to developers, residents and the business community.
- Hold weekly Development Review Committee meetings.
- Maintain responsibility for managing the City's land database through maintenance and expansion of the City's Land Management module in the H. T. E. software.
- Ensure land management database is updated with ownership changes or submittal of sub-division with final plat.
- Review and process applications for construction.
- Development zoning, and subdivision for other City ordinances.
- Provide efficient operations of Community Development through the best utilization of staff and resources.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**CURRENT PLANNING - 163201**

	FY 04/05 Actual	FY 05/06 Current Budget	FY 05/06 Projections	FY 06/07 Base Budget	Program Enhance- ments	FY 06/07 Budget
<b>EXPENDITURES</b>						
Personnel Services	\$ 285,372	\$ 312,333	\$ 311,848	\$ 322,087	\$	\$ 322,087
Operations & Maintenance	13,229	19,155	19,455	103,679		103,679
Capital						
<b>TOTAL EXPENDITURES</b>	<b>\$ 298,601</b>	<b>\$ 331,488</b>	<b>\$ 331,303</b>	<b>\$ 425,766</b>	<b>\$</b>	<b>\$ 425,766</b>

	04/05 Budget	05/06 Budget	06/07 Budget
<b>STAFFING - FTE</b>			
City Planner	0.5	0.5	0.5
Assistant City Planner	1	1	1
Planner II		1	2
Development Review Coordinator	1	1	2
Executive Secretary	1	1	
Total for Program	3.5	4.5	5.5

<b>KEY PERFORMANCE INDICATORS</b>	04/05 Actual	05/06 Budget	05/06 Projections	06/07 Budget
<b>Number of:</b>				
Conditional Use Permits	10	3	15	10
Plats reviewed	61	100	36	100
General plans reviewed & processed	1	2	2	2
Site plans reviewed and processed	61	50	56	50
Zoning verification reports	129	100	153	100
Zoning and subdivision variances	2	5	10	10
Single Family Site Plan	90	257	429	450
Sign Permits	142	249	292	300
<b>Cost per:</b>				
Plat/plan reviewed	\$ 2,428	\$ 2,181	\$ 3,525	\$ 2,308
<b>Percent of:</b>				
Plats/plans & rezoning completed per state law/City policy	100%	100%	100%	100%
Plats/plans, zoning & permits submitted/review within 5 days	100%	100%	100%	100%
Single Family Site Plan reviewed within 5 days				100%
Sign Plans/Plat reviewed within 21 days				100%



## LONG RANGE PLANNING

### SERVICES PROVIDED

#### Long Range Planning

Guides and directs growth through the development of plans, policies and ordinances that preserve the character and enhance the livability of the City.

#### Comprehensive Plan

Serves as the policy basis for decision making on land use, transportation, housing, utilities, conservation, recreation and open space, intergovernmental coordination, and capital improvements.

#### Master Plan

Provide guidance and direction to elected officials facing decisions regarding the growth transportation, recreation, natural and historical resources and future needs of the City.

#### General Plans

Review and process general plans and annexation requests. Ensure general plans for development are consistent with Comprehensive Plan and Land Use Plan.

#### Demographic Information

Compile and disseminate demographic information.

#### Development Code

Coordinate updates for City maps and documents with other departments.

#### Annexation and ETJ Expansion

Process ETJ expansion/adjustment requests by bringing property into the City limits.

#### Neighborhood Support

Coordinate planning efforts relative to neighborhood issues.

### SERVICE LEVEL STANDARDS

- Staff tracks land use and population statistics, prepares development policies and code amendments, and maintains all elements of the City of Sugar Land General Plan as required by state statutes.

- Disseminate and maintain survey of land use inventory in the City and ETJ.
- Sets the context for future growth and development within the City.
- Updates to the Comprehensive Plan are done annually.

- Complete review and coordination of elements of Comprehensive Plan, which include Land Use Plan, Goals, Objectives and Strategies, and supporting chapters and update schedules.

- Updated periodically to address changing economic, legal, social, and environmental conditions.
- Ensure general plans for development are consistent with state and local regulations as well as applicable Comprehensive Plan elements.

- Compile census data as it is released and produce demographic summary.
- Provide population estimates and projections for City use in long-range planning in January 2007.

- Review and process the Development Code amendments per City policy.

- Provide full support in processing of ETJ amendment requests per state law and City policy.

- Provide research and other professional support for City Goals associated with livable neighborhoods.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**LONG RANGE PLANNING - 163301**

	FY 04/05 Actual	FY 05/06 Current Budget	FY 05/06 Projections	FY 06/07 Base Budget	Program Enhance- ments	FY 06/07 Budget
<b>EXPENDITURES</b>						
Personnel Services	\$ 149,136	\$ 144,616	\$ 146,052	\$ 154,194	\$	\$ 154,194
Operations & Maintenance	20,796	18,299	17,999	2,574		2,574
Capital						
<b>TOTAL EXPENDITURES</b>	<b>\$ 169,932</b>	<b>\$ 162,915</b>	<b>\$ 164,051</b>	<b>\$ 156,768</b>	<b>\$</b>	<b>\$ 156,768</b>

	04/05 Budget	05/06 Budget	06/07 Budget
<b>STAFFING - FTE</b>			
Transportation Planner	1	1	
Senior Planner	1	1	1
Planner II			1
City Planner	0.5	0.5	0.5
Total for Program	2.5	2.5	2.5

<b>KEY PERFORMANCE INDICATORS</b>	04/05 Actual	05/06 Budget	05/06 Projections	06/07 Budget
<b>Number of:</b>				
Development Code amendments processed	3	3	2	3
General plans processed	1	2	2	2
Annexations reviewed	1	2	2	1
Special projects	3	5	2	4
Population projections				2
Land use inventory update				1
<b>Percent of:</b>				
Annexation request process per state law and City policy	100%	100%	100%	100%
Special Projects within milestone dates				100%

## COMMUNITY AND ENVIRONMENTAL SERVICES

### SERVICES PROVIDED

#### **Code Enforcement**

Enhance the quality of life and economy of the City of Sugar Land through enforcing regulations that preserve and protect neighborhoods.

#### **Environmental Protection**

Protects the quality of air, water, and land in the City of Sugar Land through programs and services designed to enhance the City's environment, and by encouraging compliance through cooperation.

#### **Neighborhood Services**

Strengthen the City of Sugar Land community by empowering citizens and neighborhood organizations to revitalize and preserve neighborhoods.

### SERVICE LEVEL STANDARDS

- Promote voluntary compliance by establishing partnerships with citizens, community groups and other agencies.
- Resident involvement on city-wide boards, commission etc.
- Increase citizen involvement in community decision making through awareness programs and resource availability.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**COMMUNITY & ENVIRONMENTAL SERVICES- 164001**

	FY 04/05	FY 05/06	FY 05/06	FY 06/07	Program	FY 06/07
	Actual	Current	Projections	Base	Enhance-ments	Budget
		Budget		Budget		
<b>EXPENDITURES</b>						
Personnel Services	\$	\$	\$	\$ 77,695	\$	\$ 77,695
Operations & Maintenance				23,585		23,585
Capital						
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 101,280</b>	<b>\$</b>	<b>\$ 101,280</b>

	04/05	05/06	06/07
<b>STAFFING - FTE</b>	Budget	Budget	Budget
Community & Env. Services Director		1	1
Total for Program		1	1

<b>KEY PERFORMANCE INDICATORS</b>	04/05	05/06	05/06	06/07
<b>Number of:</b>	Actual	Budget	Projections	Budget
Households in City				21,492

## **FOOD INSPECTION**

### **SERVICES PROVIDED**

#### **Inspect Food Establishments**

Examine premises, facilities and operations for fixed, temporary, and mobile food establishments. Record and discuss violations, remedies and time limits for correction with the operator, and leave an official record of findings at the establishment. Check for acceptable bacterial levels in frozen dessert mixer. Schedule re-inspections, and condemn or quarantine of hazardous food and equipment as appropriate. Suspend operations in an emergency or revoke permits when necessary.

#### **Complaint Investigation**

Investigate complaints on food establishments and other aspects of public health. Conduct inspections or facility evaluations as appropriate, summarizing findings for complainant on request.

#### **Construction and Design Plans**

Regulate food establishment construction and design. Review plans for construction and remodeling and inspect the work. Inspect existing food facilities upon ownership change for compliance with current health codes.

#### **Permitting**

Issue permits to food establishments. Verify fees, issue applications, print and mail documents upon confirmation from the Treasury Department that payment is received. Notify and ensure payment from overdue accounts upon notice from Treasury.

### **SERVICE LEVEL STANDARDS**

- Ensure that ownership and employee count records are updated after each inspection.
- Inspect fixed and mobile establishment no less than twice annually, more often in higher risk operations.
- Hours of Operation
  - Monday through Friday – 8:00 am to 5:00 pm.
  - Chief Sanitarian on call 24-7 for emergency response.
- Complaints investigated as soon as possible. Food borne illness complaints are completed within 24 hours, others within 48 hours.
- All new and remodeled establishments meet current health codes.
- All permit and fees are accurately charged per Health Ordinance. Applications are forward in a timely manner to the Treasury Department for billing, and permit issued promptly after payment is received.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**FOOD INSPECTION - 164101**

	FY 04/05	FY 05/06	FY 05/06	FY 06/07	Program	FY 06/07
	Actual	Current	Projections	Base	Enhance- ments	Budget
		Budget		Budget		
<b>EXPENDITURES</b>						
Personnel Services	\$ 102,830	\$ 121,612	\$ 121,801	\$ 121,155	\$	\$ 121,155
Operations & Maintenance	13,252	16,744	16,411	7,395		7,395
Capital	3,008					
<b>TOTAL EXPENDITURES</b>	<b>\$ 119,090</b>	<b>\$ 138,356</b>	<b>\$ 138,212</b>	<b>\$ 128,550</b>	<b>\$</b>	<b>\$ 128,550</b>

	04/05	05/06	06/07
<b>STAFFING - FTE</b>	Budget	Budget	Budget
Chief Sanitarian	1	1	1
Sanitarian	1	1	1
Total for Program	2	2	2

**KEY PERFORMANCE INDICATORS**

**Number of:**

	04/05	05/06	05/06	06/07
	Actual	Budget	Projections	Budget
Fixed and mobile establishments	315	330	326	330
Semi-annual inspections performed	401	760	599	660
Pre-opening and ownership change inspections	127	125	112	125
Temporary event inspections	182	195	187	190
Complaints received	45	85	69	70
Plan submittals reviewed	67	70	88	80
Revenue collected	\$ 166,761	\$ 165,700	\$ 179,900	\$ 175,000
Cost recovery (direct)	140%	120%	130%	136%

**Cost per:**

Inspection	\$ 167.73	\$ 128.11	\$ 153.91	\$ 107.26
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**Percent of:**

Fixed and mobile establishment inspected in 6 months	76%	98%	69%	98%
Department records checked and corrected as needed	100%	98%	99%	98%

## CODE ENFORCEMENT

### SERVICES PROVIDED

#### Code Enforcement

Inspect violations of zoning, weed, junk vehicle, sanitary, sign, unsafe building and maintenance standards. Evaluate City regularly from publicly accessible roads and property. Investigate all complaints, unsafe buildings, and reports of contractors engaging in construction projects without proper permits and building inspections.

#### Abatement of Violations

Provide violation notices by certified letter or by written notice to owner/occupant where violation is found. Obtain bids to abate violations, reviewing costs when there are increases or changes from previous submittals are received.

#### Public Information

Distribute flyers with violation notices. Answer the public whenever there are inquiries or complaints.

### SERVICE LEVEL STANDARDS

- Inspectors generate 70% or more of cases through observation, rather than waiting for public complaints.
- Less than 5% of cases require three or more inspections to resolve.
- Initiate prosecution of non-compliant violators after multiple notices or contracts for abatement by City contractor and file request for lien.
- Discusses violations and required conditions with persons at the premises of violations to accelerate correction.

**CITY OF SUGAR LAND  
COMMUNITY DEVELOPMENT  
CODE ENFORCEMENT - 164201**

	FY 04/05 Actual	FY 05/06 Current Budget	FY 05/06 Projections	FY 06/07 Base Budget	Program Enhance- ments	FY 06/07 Budget
<b>EXPENDITURES</b>						
Personnel Services	\$ 79,736	\$ 92,631	\$ 93,139	\$ 95,849	\$ 62,276	\$ 158,125
Operations & Maintenance	10,980	12,210	12,210	8,411	29,850	38,261
Capital					17,500	17,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,716</b>	<b>\$ 104,841</b>	<b>\$ 105,349</b>	<b>\$ 104,260</b>	<b>\$ 109,626</b>	<b>\$ 213,886</b>

	04/05 Budget	05/06 Budget	06/07 Budget
<b>STAFFING - FTE</b>			
Code Enforcement Supervisor			1
Code Enforcement Inspector	2	2	2
Total for Program	2	2	3

	04/05 Actual	05/06 Budget	05/06 Projections	06/07 Budget
<b>KEY PERFORMANCE INDICATORS</b>				
<b>Number of:</b>				
Cases	270	260	1,170	1,300
Violations	4,319	4,400	3,507	4,000
Violations abated by City	4,055	4,200	2,189	3,000
Liens requested		10	3	10
<b>Cost per:</b>				
Case	\$ 335.99	\$ 403.23	\$ 90.04	\$ 80.20
Violation	\$ 21.00	\$ 23.83	\$ 30.04	\$ 26.07
<b>Percent of:</b>				
Cases resulting from input other than inspections	36%	30%	10%	10%
Cases requiring 3 or more inspections to resolve	2%	5%	5%	5%
Violations abated by the City	94%	95%	62%	95%



## CITY ENGINEER

### SERVICES PROVIDED

#### Transportation Master Plan

Oversee and monitor the planning, design and construction schedules of multi-modal transportation, traffic improvement, drainage capacity and utility engineering projects. Monitor and coordinate TxDOT (or other governmental agency) transportation construction projects.

#### Project Manager/Engineer

Propose and coordinate engineering-related capital improvements projects and studies. Schedule and prioritize the projects within the five-year CIP, and oversee current projects.

#### General Engineering

Monitor the engineering master plan updates & amendments. Review development to ensure compliance with the City's design standards & master plans.

#### New Development

Ensure that the infrastructure is constructed properly and provides an acceptable service life. Represent the City's interest by ensuring that all parties are cognizant of the City's construction standards and practices. Conduct periodic construction inspections of both in-City and ETJ subdivision developments. Inspect commercial development construction located in public right-of-way.

### SERVICE LEVEL STANDARDS

- Monitor project schedules and report current activity.
- All proposed transportation, drainage and traffic improvements meet the City's goals and are within fiscal constraints.
- Ensure all submitted engineering studies and plans (as they relate to transportation, traffic, drainage and utilities) comply with City Engineering standards and practices.
- Provide a constructible and completeness review for all construction plan submittals. Ensure all proposed construction is in compliance with City standards and subdivision regulations.
- Compile daily reports detailing working conditions, weather, material testing results and other significant information. Conduct pre-construction meetings.
- Conduct final inspection of infrastructure after one-year warranty period and prepare final acceptance punch list.

**CITY OF SUGAR LAND**  
**COMMUNITY DEVELOPMENT**  
**ENGINEERING - 162601**

	FY 04/05 Actual	FY 05/06 Current Budget	FY 05/06 Projections	FY 06/07 Base Budget	Program Enhance- ments	FY 06/07 Budget
<b>EXPENDITURES</b>						
Personnel Services	\$ 453,239	\$ 492,400	\$ 483,471	\$ 369,817		\$ 369,817
Operations & Maintenance	237,207	316,940	316,843	68,749		68,749
Capital		772				
<b>TOTAL EXPENDITURES</b>	<b>\$ 690,446</b>	<b>\$ 810,112</b>	<b>\$ 800,314</b>	<b>\$ 438,566</b>		<b>\$ 438,566</b>

	04/05 Budget	05/06 Budget	06/07 Budget
<b>STAFFING - FTE</b>			
City Engineer	1	1	1
Engineering Tech II	1	1	1
Engineer II	1	1	
Municipal/Transportation Engineer	1	1	1
Traffic Engineer		1	
Drainage Engineer	1	1	
Executive Secretary	1	1	
P/T Admin Secretary		0.5	
Sr. Contract Inspector			1
Construction Inspector			1
Total for Program*	6	7.5	5

Drainage activities moved to Drainage Fund in FY2006/07

Construction Inspectors moved to Engineering from Public Works in FY2006/07

**KEY PERFORMANCE INDICATORS**

	04/05 Actual	05/06 Budget	05/06 Projections	06/07 Budget
<b>Number of:</b>				
HOA/civic/public meetings attended	44	35	7	12
Inspections				3,450
Initial acceptance letters				48
Final acceptance letters				8
Development submittals				150
Items processed through City Council				12
CIP projects managed				13